

Transferring Courses to Atlantic Cape

Students transferring to Atlantic Cape may seek credit for Atlantic Cape courses when equivalent courses, practical training, or exams have been previously completed. A maximum of 30 credits is accepted for transfer. Evaluation of the following may be reviewed for transfer credit:

- Coursework completed at a regionally accredited U.S. college or university, American Council on Education (ACE), Advanced Placement exam scores, CLEP, military training, New Jersey Police Academy/Corrections Academy training, high school articulation agreement coursework, international education, and Prior Learning Assessment (PLA).
- Official transcripts must be received by the Enrollment Services Office in a sealed envelope or be transmitted electronically directly to Atlantic Cape from the sending institution to be eligible for evaluation. Electronic submission to Atlantic Cape can be through the transcript server of the sending institution via email to transcripts@atlanticcape.edu or server portal. Transcripts that have been sent from another institution to Atlantic Cape for the purpose of transferring credits will not be released.
- Only courses with a minimum grade of "C" or 2.0 GPA are accepted for transfer credit. A grade of "C-" is not transferable. Courses approved for transfer will not replace Atlantic Cape courses nor will those grades be calculated into the Atlantic Cape grade point average. Grades earned for transfer courses will only be used to satisfy prerequisite course eligibility for specific Allied Health programs.
- All possible transfer credits will be evaluated toward your declared degree program up to a maximum of 30 credits. Notify the Transcript evaluator in writing (Email is preferred). No additional fee is required.
- Official transcripts from regionally accredited institutions will be evaluated on a course-by-course basis. Credits may be applied to either general education or program courses. Mathematics courses completed ten or more years ago, or technology courses completed more than five years ago, are only accepted with the approval of the appropriate academic Dean. Students pursuing an Allied Health-related degree at Atlantic Cape must have completed both Mathematics and Science courses less than ten years ago.
- Transcripts from foreign colleges or secondary schools must be translated to English and submitted for formal evaluation to an agency approved by the National Association of Credential Evaluation Services (NACES). A student in need of this service can visit www.naces.org/members.html to find and select a member approved by NACES to perform their foreign credential evaluation.

Procedures for Evaluation of Transfer Credits

- Apply for admission to Atlantic Cape.
- Have all official transcripts, formal foreign credential evaluations (if applicable), or other necessary documentation sent directly from the sending institution to the Admissions Office. Hand delivered transcripts must be in a sealed envelope to be accepted for official evaluation. Transcripts that have been opened will not be officially evaluated.
- Students seeking credit by virtue of Prior Learning Assessment must meet additional requirements. Please refer to the "Credit for Prior Learning" section of the catalog for additional information.

Military Training

Credits may be awarded for military training based on an evaluation by the American Council on Education (ACE). Students are responsible for submitting a Joint Services Transcript (JST). Transcripts may be requested through <https://www.dantes.doded.mil/EducationPrograms/> and should be sent directly to Atlantic Cape Community College. Military training may also be reviewed through Prior Learning Assessment (PLA). See section below on PLA for additional information.

Police Academy/Corrections Academy Training

Graduates of a New Jersey Police Academy may be eligible for up to 18 credits toward the Criminal Justice, A.S. degree.

Graduates of a New Jersey Corrections Academy may be eligible for up to 15 credits toward the Criminal Justice, A.S. degree.

Students must enroll in the Criminal Justice, A.S. degree program and submit a copy of their Police Academy Certificate or proof of completion to the Admissions Office.